

# DANNHAUSER LOCAL MUNICIPALITY (KZ - 254)

## KWAZULU – NATAL

8 Church Street  
Private bag X1011  
Dannhauser



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### ADVERTISEMENT OF TENDER NO: 13/12/2023 and 14/12/2023

#### DESCRIPTION: APPOINTMENT OF A PANEL FOR FINANCIAL SERVICE CONSULTANTS AND A PANEL FOR TRAINING PROVIDERS FOR THE PROVISION OF TRAINING, AND SKILLS DEVELOPMENT PROGRAMMES FOR THE PERIOD OF 36 MONTHS

Bids are hereby invited in terms of Section 83 of the Municipal Systems Act, Act 32 of 2000 (as amended), and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, for financial service consultants and training providers for the period of 36 months.

A NON-REFUNDABLE BID document fee of R250.00 (for each tender) is payable in cash at the cashier's office from 07H30 to 15H00 with lunch interval of 13H00 to 13H30 or via EFT as follows (Bank – ABSA, Account Holder - Dannhauser Municipality, Account No. 4108323641, Branch code - 632005 and Account type – Cheque Account and documents will be available from **14/12/2023**. documents will also be available for download from the municipal website [www.dannhauser.gov.za](http://www.dannhauser.gov.za) and on E-Tenders [www.etenders.gov.za](http://www.etenders.gov.za).

This bid will be in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000 Amended in 2022).

**In terms of section 12 of the Municipal Supply Chain Management Policy, the Municipality will reject all tenders that do not comply with the following conditions.**

#### Conditions

- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- Price(s) quoted must be valid for at least One Hundred and Twenty Days (120) days after the bid closing date.
- Price(s) quoted must be firm and inclusive of VAT.
- Bidders must include Tax Clearance Certificate (SARS Pin).
- Bidders must complete all applicable MBD forms
- Capacity to undertake work within stipulated time frame.
- CIPC Registration certificate "CK"
- Current municipal rates account not older than 3 months/ Proof of residential address if you reside in the non-rate paying area.
- The service provider must provide proof of accreditation with LGSETA with bid document, accreditation with LGSETA will be verified, or any relevant SETAs.
- National Certificate in Occupational Directed Education Training and Development (ODETDP) is a requirement.
- SAQA accreditation to offer MFMP Training at NQF Level 6
- SETA accreditation of Facilitator, Assessor, and Moderator who should have at least an NQF level 7 or Higher Qualification from a recognized and registered Institution of Higher Learning (e.g. University or Technikon)
- No bids will be considered from persons in the service of the state.
- Bidders must fill in the tender register stating the date and time of when they submitted their tender, available at the tender box.
- The Municipality reserves the right to withdraw any invitation to tenders and/or to re-advertise or to reject any tender or to accept a part of it.
- The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

**Functionality / Technical Evaluation Criteria for Tender No. 13/12/2023 – Financial Service Consultants**

| Functionality Criteria  | Sub-Criteria   | Max Points           |
|---|--|----------------------|
| <p><b>1. Reputation in the industry</b></p>                     | <p><b>Reference’s assertion of performance on previous local government finance field of expertise:</b></p> <p>3 Positive reference letters = 20 points</p> <ul style="list-style-type: none"> <li>• 2 Positive reference letters = 14 points</li> <li>• 1 Positive reference letter = 6 points</li> </ul>   | <p><b>Max 20</b></p> |
| <p><b>2. Qualifications and experience of Key Personnel</b></p> | <p><b>Based on the Qualifications submitted with the proposal:</b></p> <p>Technical Skills – Partners or Key personnel</p> <ul style="list-style-type: none"> <li>• &gt;=7 Years relevant experience and qualified CA = <b>20 points</b></li> <li>• 3-7 Years relevant experience and qualified CA = <b>10 points</b></li> <li>• 1-3 Years relevant experience and qualified CA or equivalent = <b>5 points</b></li> </ul> | <p><b>Max 20</b></p> |
| <p><b>3. Qualifications and experience of Key Personnel</b></p> | <p><b>Based on the Qualifications submitted with the proposal:</b></p> <p>Technical Skills – Partners or Key personnel</p> <ul style="list-style-type: none"> <li>• 5-9 local government finance or auditing experience and NQF Level 7 qualification = <b>20 points</b></li> <li>• 1-4 Years relevant experience and NQF Level 7 qualification = <b>10 points</b></li> </ul>  | <p><b>Max 20</b></p> |

|  |  |                      |
|--|--|----------------------|
| <p><b>4. Submission of Company Profile</b></p> | <p><b>Composition of Team and proof of professional membership</b></p> <ul style="list-style-type: none"> <li>• Submission of company profile with Team Composition and proof of professional membership = <b>20 points</b></li> <li>• Submission of company profiles without Team Composition or proof of professional membership = <b>10 points</b></li> </ul> | <p><b>Max 20</b></p> |
| <p><b>5. Financial Capacity</b></p>            | <p><b>Service provider must submit audited or verified annual financial statements:</b></p> <ul style="list-style-type: none"> <li>• 2 Year Financial Statements show that the bidder is solvent and liquid = <b>20 points</b></li> <li>• 1 Year Financial Statements show that the bidder is solvent and liquid = <b>10 points</b></li> </ul>                   | <p><b>Max 20</b></p> |
|  | <p><b>Total Points</b></p>   | <p><b>100</b></p>    |

**NB:** Bids that score less than 75% of the points allocated for functionality will be eliminated from further participation in the bid evaluation process.

**Functionality / Technical Evaluation Criteria for Tender No. 14/12/2023 – Training Providers**

| Functionality Criteria      | Sub-Criteria  | Max Points           |
|-----------------------------|---|----------------------|
| <p><b>1. Experience</b></p> | <p><b>Based on Experience submitted with the proposal:</b></p> <ul style="list-style-type: none"> <li>• Service provider qualified on 10 years of experience. 30 Points</li> <li>• Service provider qualified on 5 years of experience. 20 Points</li> <li>• Service provider qualified on 3 years of experience 10 Points</li> </ul> | <p><b>Max 30</b></p> |

|  |   |               |
|--|---|---------------|
| <b>(No points will be awarded without a CV, certified copies of qualification)</b> |   |               |
| <b>2. Experience</b>   | <b>Project leadership</b>   | <b>Max 10</b> |
|  | <ul style="list-style-type: none"> <li>Undertaken successfully 5 or more projects of a similar nature.</li> </ul> | 10 points     |
|  | <ul style="list-style-type: none"> <li>Undertaken successfully 3 to 4 projects of a similar nature.</li> </ul>    | 7 points      |
|  | <ul style="list-style-type: none"> <li>Undertaken successfully 1 to 2 projects of a similar nature</li> </ul>     | 4 points      |
|  | <b>Total Points</b>   | <b>40</b>     |

**NB:** Any bids that will score less than 28 points will not be listed on the approved panel.

**SPECIFIC GOALS**

| <b>The specific goals allocated points in terms of this tender</b>                           | <b>Number of points claimed (80/20 system)<br/>(To be completed by the tenderer)</b> | <b>Means of verification</b>   |
|--|--|--|
| 2,5 points for 100% black person or people owned enterprise;                                 |  | Certified Identity Documents of the owners and CSD Report  |
| 2,5 points for more than 30% woman or women shareholding or owned enterprise;                |  | Certified Identity Documents of the owners and CSD Report  |
| 2,5 points for more than 30% youth shareholding or owned enterprise;                         |  | Certified Identity Documents of the owners and CSD Report  |
| 2,5 points for more than 30% people living with disability shareholding or owned enterprise. |  | CSD Report   |
| 2,5 points for enterprise regarded as EMEs located within the local area of jurisdiction;    |  | B-BBEE Sworn Affidavit and Your Municipal rates account or proof of residence if you are from rural area |
| 5 points for Corporate Social Investment (CSI) or Social Labour Plan proposition;            |  | Corporate Social Investment (CSI) or Social Labour Plan  |
| 2,5 points for valid B-BBEE level 1 contribution   |  | B-BBEE Certificate or equivalent   |

Tenders must be submitted in a sealed envelope; clearly marked “**TENDER NO: 13/12/2023 APPOINTMENT OF PANEL FOR FINANCIAL SERVICE CONSULTANT FOR THE PERIOD OF 36 MONTHS AND TENDER NO: 14/12/2023 APPOINTMENT OF PANEL FOR TRAINING PROVIDERS FOR THE PROVISION OF TRAINING, AND SKILLS DEVELOPMENT PROGRAMMES FOR THE PERIOD OF 36 MONTHS** and must be deposited into the tender box situated at the security room of Dannhauser Municipal offices. Tenders should be received no later

than 12H00 on 31 January 2024, where after bids will be opened in public. **Late, emailed or faxed bids will not be accepted.**

Any inquiries for Financial Service Consultants are to be directed to **Mrs. D Mohapi, Chief Financial Officer(CFO), email: [danisilem@dannhauser.gov.za](mailto:danisilem@dannhauser.gov.za)** or Telephonically on **034 621 2666 ext. 720** or **Miss T Koza, SCM Accountant, email: [thandekak@dannhauser.gov.za](mailto:thandekak@dannhauser.gov.za)** Telephonically: **034 621 2666 ext. 740** at **08 Church Street, Dannhauser**, during working hours, between 07h30 to 16h00 with a lunch interval from 13h00 to 13h30, Monday to Friday.

Any inquiries for Training Providers are to be directed to **Mr. S Mkhize, Acting Director Corporate Services, email: [sifisom@dannhauser.gov.za](mailto:sifisom@dannhauser.gov.za)** or Telephonically on **034 621 2666 ext. 703** at **08 Church Street, Dannhauser**, during working hours, between 07h30 to 16h00 with a lunch interval from 13h00 to 13h30, Monday to Friday.

**MS SITHOLE  
ACTING MUNICIPAL MANAGER**